

Manually Adjust a Student Repeat Code from the Quick Enroll Page

Purpose: Use this document as a reference for manually modifying a student's repeat code in ctcLink.

Audience: Student Records staff

 You must have at least one of these local college-managed security roles:

- **ZD SR Enroll Students**
- **ZD SR Super User**
- **ZZ SR Enroll Students**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Records and Enrollment > Enroll Students > Quick Enroll a Student

1. The default option is **Find an Existing Value**.
2. Click the **Add a New Value** tab to add criteria.
3. Add the student's EMPLID number to the **ID** field.
4. Enter or look up the **Academic Career** by selecting the looking glass.
5. Enter or look up the **Academic Institution** by selecting the looking glass.
6. Enter or look up the **Term** by selecting the looking glass.
7. Select **Add**.
8. The **Quick Enrollment** page displays.
9. Activate the **Action** drop-down menu and choose **Normal Maintenance**.
10. Enter or look up the **Class Nbr**. When selecting the looking glass, only classes enrolled in that term will be available for selection.
11. Select the **Units and Grade** tab.
12. Adjust the **Repeat Code** as needed.
13. Select **Submit**.
14. Select **Save**.
16. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Manually Adjust a Student Repeat Code from Quick Enroll Page](#). This link will open in a new tab/window.